

LEAH C. MARTIN, MA

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SUMMARY

Creative professional with over ten years writing and editing experience, working for non-profits, Fortune 500 companies, publishing agencies, and state government. Strong creative and analytical skills. Great attention to detail. Completes projects quickly and accurately. Excellent communication and research skills. Able to learn quickly and attend to multiple tasks swiftly. Works well independently or in a team environment.

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|------------------------|---------------------|-------------------------|
| • Adobe Creative Cloud | • Microsoft Word | • Social media |
| • Adobe Acrobat Pro DC | • Microsoft Excel | • Wordpress |
| • Adobe InDesign | • Microsoft Outlook | • Photography |
| • Adobe Photoshop | • Copywriting | • Television Production |
| • Adobe Illustrator | • Editing | • Content Management |
| • Adobe Dreamweaver | • Proofreading | • Mac |
| • Microsoft Office | • Design | • PC |

EXPERIENCE***Proofreader, Citizens One, Richmond, Virginia* 2018-present**

Edit customer-facing communications for clarity of message, grammar, and accuracy of information. Ensure consistency in style and quality control. Track and prioritize workload to meet strict deadlines. Compile data and information for audits.

***Freelance Writer, Richmond Free Press, Richmond, Virginia* 2016-present**

Cover area events, conduct interviews, and perform research to write feature articles for newspaper publication. Serve as a newsroom stand-in to write shorts, cutlines, and other stories.

- Winner of 2017 Virginia Press Association award for general news writing.

***Administrative Office Specialist, VA Dept of Emergency Management, Chesterfield, VA* 2016-2018**

Provide administrative support to several divisions of the agency, specifically Human Resources, as well as Information Technology, Finance/Grants, External Affairs, Procurement, and Training. Responsibilities include, but are not limited to, calling and scheduling candidates for interviews, preparing resources for interviews, preparing agency documents, updating spreadsheets, reconciling monthly expense records, and preparing training materials. Also, provide front desk coverage, receiving phone calls, visitors, and mail. Additionally, provide expertise as a proofreader for agency materials, documents, and publications.

***Forms Design Coordinator, Genworth Financial, Richmond, Virginia* 2011-2016**

Use Adobe InDesign and Adobe Acrobat Pro DC to design forms from inception to completion, including run-the-shop items, booklets, and major projects, utilizing brand standards. Provide quality assurance, including proofreading and testing. Support marketing teams in the design of product materials, including brochures and letters. Manage time to prioritize multiple projects, delivering materials on time to meet and exceed deadlines. Collaborate with project managers and lines of business on design direction.

- Created designer checklist for Standard Operating Procedures (SOP) in order to bring consistency and reduce error across designers, saving time and money.
- Designed over 1,400 pieces across lines of business, including materials for key Long Term Care products that were positioned as major revenue building products for the success of the company.
- Took ownership of rate flyer programming from outside vendor, bringing process in-house, netting increased efficiencies and a reduction in expenses.
- Received Team Genworth Award.

***Proofreader, OfficeTeam (Local author), Richmond, Virginia* 2010**

Proofread client's manuscripts, providing markups and copyediting. Deliver materials on time to meet deadlines. Work independently after receiving client's direction.

Editorial Assistant, Kingdom Publishing Group Inc., Richmond, Virginia

2009-2010

Provide editorial services to clients to prepare their books for print. Review and edit all client manuscripts. Design book layouts using Adobe InDesign and Adobe Acrobat Pro. Maintain two company websites using Adobe Photoshop and Adobe Dreamweaver, managing content and driving traffic. Design and maintain multiple author websites, using Adobe Photoshop and Adobe Dreamweaver, for clients to promote and sell their books. Manage multiple projects and consistently meet deadlines.

Aquent, (Capital One), Richmond, Virginia

2007-2008

Email Copywriter

Copywriting for transactional/commercial emails for Capital One Financial Services, providing information or cross-selling products from various lines of business within the corporation. Create and deliver presentations on ideas for each email campaign to the line of business. Collaborate and receive direction to fulfill the goals of each campaign. Deliver finalized copy on time to meet deadlines.

Technical Editor

Editing for new merchant services and payroll products for small businesses, including, direct mail, email, websites, kits, and statement inserts. Collaborate with team to receive direction and present editing suggestions and best practices.

Faith Landmarks Ministries, Richmond, Virginia

2001-2007

Lead Coordinating Administrative Assistant

Assist with administrative responsibilities in coordinating over 100 departments and structural reorganization. Create and revise organizational chart using Microsoft Word.

Multimedia Assistant

Responsible for creatives in publications, web, and multimedia departments. Managing editor and writer of quarterly magazine and monthly church bulletin using Adobe InDesign. Write 30 and 60 second spot scripts for television broadcast commercials. Write back cover summaries for books and audio/video series. Copywriting, editing and proofing of marketing materials, such as brochures, letters and mailers. Maintain content for two company websites using Adobe Dreamweaver. Photograph and film church and international events, as well as television shoots, using DSLR cameras and professional video production equipment. Video editing for weekly event promos using Final Cut Pro and Motion. Manage television broadcast schedules using Microsoft Excel.

Facilities Administrative Assistant

Assist Facilities Manager in administrative functions. Manage schedules of ten employees. Prepare annual reports and expense summaries using Microsoft Excel. Track departmental issues for analysis and resolution.

EDUCATION

Master of Arts, Journalism, Regent University, Virginia Beach, Virginia, 2009

Bachelor of Arts, History, University of Richmond, Richmond, Virginia, 2005